

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Annual Meeting of Members
Saturday, November 11, 2017**

Minutes

The meeting was called to order at 8:02 a.m., at the Amenity Center located at 2300 Town Center Blvd., by Donna Isley. A quorum of the Board was established.

Present: Donna Isley, Dan Steller, and Kim Summers; Kathy Melton, CAM and Carla Guzman represented The CAM Team.

Call of Roll and Certifying of Proxies: A quorum of homeowners was not established. An unofficial meeting was held for those in attendance.

Minutes

Kim Summers made a motion to waive the reading and to approve the October 28, 2017 Board of Directors Budget Meeting minutes as written. Donna Isley seconded. None opposed and the motion carried.

President's Report:

A new trash compactor has been delivered to the community. The previous compactor had manufacturer defects and had to be replaced. Please report any issues with the compactor to Management right away. The Board continues to work on damage to the roofs caused by Hurricane Matthew. Repairs are being done and tarps are being installed. Repairs must be limited due to the insurance claim. Drainage issues have been addressed in several areas of the community. The Board and Management are continually working with the landscape contractor. Landscape bids have been received and are being reviewed by the Board. A male and female were arrested at the second mail kiosk yesterday for drug activity. A new security company was hired to conduct patrols in the neighborhood.

Management Report:

Financial Report – As of October 31, 2017

Popular Operating Account	\$ 153,408.54
Reserve Accounts	<u>\$1,248,902.30</u>
Total	\$1,402,310.84

Collections Report:

- Six (6) units are currently with LM Funding (one is in bankruptcy).
- Past due statements were set out on November 8th.
- Accounts are reviewed monthly to determine if LMF letters need to be sent. Thirteen (13) LMF letters were sent on October 8th. Seven (7) accounts will be turned over to LMF.
- There has been one (1) new owner since the October 28th budget meeting, and thirty-one (31) new owners since the Annual Meeting last year.

Property Updates:

- Units 5004 & 5303 – The deposit for replacement of the rear doors has been paid to Handyman Vince and the doors have been received. Vince's wife suffered a major stroke recently. The replacement of the doors will be scheduled as soon as possible.

- The DVR for the cameras appears to be working normally as no new issues have been reported.
- The Amenity Center was contacted to confirm the dates for the community yard sales in 2018. The CAM calendar will be updated with the dates so that the gates can easily be set up in advance to be open.
 - March 3rd
 - June 2nd
 - October 6th
- The fronts and backs of the buildings were walked on Thursday for violations.

Election of Directors:

An election was not necessary as only one candidate submitted an Intent to be a Candidate form: Kim Summers. The Board of Directors for 2017-2018 will be: Donna Isley, Dan Steller, and Kim Summers.

Old Business:

- Roofs/Storm Damage/Insurance
 - A damage estimate is being prepared based on the engineer's report. A Civil Remedy Notice (CRN) will be filed with the State of Florida early next week. This puts the insurance company on notice that if a settlement is not reached, the next step will be a lawsuit.
 - The Association continues to address roof leaks/damaged gutters as calls are received. Temporary repairs are being done, or a tarp is being placed on the roof, as needed.
- Gutters
 - Dan Steller and Carla Guzman met with David Hawkins from AA Gutters on October 11th to discuss specifications for the project to add elbows and extensions on the gutters to replace the pop-ups.
 - A revised proposal was received and the cost will be \$395.00 per building. The proposal was tabled as a suggestion was made to get an assessment of the property from Clear Water Irrigation (a company that handles irrigation, gutters, and drainage).
- Happy Bags/Hanging Tag Mail Out
 - The inserts for the Happy Bags are at the printer and should be ready soon.
 - An instruction letter for the hanging tag mail out is being prepared. The letter will be forwarded to the Board for approval.
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- Mail Kiosk – Concrete
 - Insurance information is being updated for Suggs Concrete so that concrete can be installed in front of the second mail kiosk. Management contacted the insurance company directly to request the Certificate of Insurance (COI).
 - BrightView will cap the irrigation lines in this area.
- The 2018 budget was approved at the last meeting. Assessments will remain the same. Coupon books should be mailed out no later than the first week in December.
- The Board meeting dates have been scheduled for 2018. Meetings will be held at the Splash Park on the second Monday of each month at 6:00 p.m. New meeting signs have been ordered.

New Business:

- Bids were received for repairs to several buildings.
 - Unit 1801 – Rotten garage door buck
 - Leister Construction - \$7,909.75

- Stonebridge Construction - \$2,640.00
- SweetWater Restoration - \$7,545.53
- Unit 4901 – Broken stucco above the front porch roof. Proposal from SweetWater Restoration is \$8,118.10.
- Unit 1701 – Water leak at the soffit line. Two options were given in the proposal from SweetWater Restoration:
 - Option 1 – Remove and replace the soffit, remove stucco at the roof line and install proper lap of mesh, install new flashings at window - \$12,788.75.
 - Option 2 – Replace the soffit; install a board and caulk to prevent further water intrusion - \$2,766.93.

After discussion, Kim Summers made a motion to approve the three proposals from SweetWater Restoration with Option 1 selected for Unit 1701. Donna Isley seconded. Dan Steller abstained as he works with SweetWater Restoration as an estimator. The motion was approved.

- Landscape Proposals – BrightView
 - Replace a damaged maple tree with a sycamore tree - \$800.00. There is another tree with fungus that needs to be looked at as well. The Board requested that a company specializing in tree care be contacted to look at the trees. The proposal was tabled.
 - Cap two irrigation heads at the second mail kiosk - \$73.00. Approved.
 - Replace controller/modules/rain sensor - \$915.30. The work was completed prior to approval from the Board. The payment of the invoice was approved with the understanding that all future work must approved in advance.

Open Forum:

A homeowner expressed concern that the irrigation is not working properly at the 52 building. BrightView will be contacted to check the system in this area.

Arrow Security will be notified about a unit that has a broken window.

A homeowner asked that the light fixtures be checked on a future walk-through. Many are rusted and in need of attention.

A number of units have clouded windows. Replacement of windows is a homeowner responsibility. The attorney will be contacted to see if the Association can enforce replacement of clouded windows.

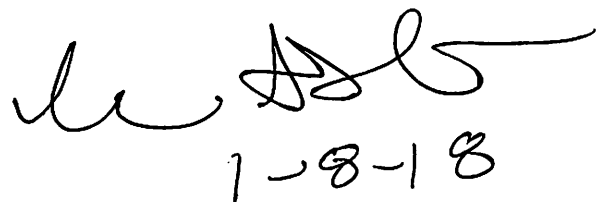
The next meeting will be held on Monday, January 8, 2018 at 6:00 p.m. at the Splash Park.

Adjournment

All business being completed, Donna Isley made a motion to adjourn the meeting. Dan Steller seconded. None opposed and the meeting was adjourned at 9:17 a.m.

A brief organizational meeting was held by the Board members to elect officers for 2017-2018. The officers are:

- President: Donna Isley
- Vice-President: Dan Steller
- Secretary/Treasurer: Kim Summers



Handwritten signature and date: 1-8-18